REPORT

Using the Reports function will allow you to search for information regarding many cases, i.e. types of cases filed or closed during a certain time period.

Docket Sheet	Identical report as found in the QUERY menu. Go to Query Menu for further information

REPORT

Cases Report	C Will create a report of all cases that meet certain criteria identified in the initial search selection C May leave any of these options blank to search for all cases
Office	Contains all offices where hearings are held C Boise C Coeur d'Alene C Moscow C Pocatello C Twin Falls
Case Type	bk = Bankruptcy Case ap = Adversary Proceeding mp = Miscellaneous Proceeding
Chapter	7, 9, 11, 12, 13
Trustee	All the names of the trustees are available for selection
Date Type	This option will order your report by these dates C Filed Date = Date case was filed C Entered Date = date item was entered on docket C Discharge Date C Dismissed Date C Closed Date C Converted Date
Date Range	C All information on cases that were pending as of 1/1/1990, have been brought into the CM/ECF System. Oldest case in system dates 2/27/1989 C Report automatically defaults to the last day's filed cases.
Open/Closed options	C To include all cases, you may either select or de-select this option
Party Information	C If this box is checked, the report will include mailing addresses and redacted Social Security number information

Sort by Options	C Can sort by three levels, selecting a different criteria in each box
	      C Filed Date
	      C Entered Date
	      C Case Number
	      C Case Type
	      C Office
	      C Trustee

Output Format	**Formatted Display** - Creates a table showing following information
	      C Case Number /name
	      C Case Filed/Closed/Reopened dates
	      C Days pending
	      C Notes: Cause of Action, Nature of Suit Code, Divisional Office Assignment, Judge, Jury Demand, Case Flags
	Data Only - Takes above information and creates a .TXT file for importing data into another report program

REPORT

Claims Register	Report reflects: ℂ Creditor name/address ℂ Amount of Claim ℂ Secured/Unsecured Status ℂ If an amount has been allowed ℂ Summary of all entries on claims register
Case Number	Required field
Creditor Type	ℂ Creditor ℂ Administrative ℂ 20 Largest Unsecured Creditors ℂ Limited Notice ℂ Notice of Appearance
Creditor Number	
Creditor Name	Use this field if you are looking to see is a certain creditor has filed a claim in a particular case
Claim Number Range	Use to narrow your search if you know claims previously filed and are only interested in claims filed more recently.
Date Filed or Date Entered Range	Filed date is the date the claim was filed Entered date is the date the claim was entered onto the claims register
Sort by Options	Claim Number - numerical listing by claim # Creditor Name - alphabetical listing of claims Filed Date - chronological order

REPORT

Calendar Report	C Calendar Report is free from PACER fees. This report will allow the user to run a report for a date range C Calendar still available on internet outside of CM/ECF, though that calendar will only allow user to run one day at a time and only has dates available for the next month
Case Number	C Use to research all calendar events for a particular case C Leave blank if you wish all items on the calendar
Judge	Can sort by particular judge or leave blank for all judges
Office	Can identify the location of hearing, or leave blank for all locations

Calendar Events	C May select one or more than one event type. Select by highlighting one option, press the crtl key and select your next option.
	C Calendar Event Types
	        All Hearings
	        341 Meetings
	        Confirmation Hearing
	        Hearing
	        Pre-Trial Conference
	        Show Cause Hearing
	        Status Hearing
	        Trial Date Set

Set Date Range	Must have a beginning & ending date
AM or PM or Both	May leave blank
Time	May leave blank
Sort by Options	C Time = listed by order appearing on calendar C Office/Time = runs report based on office where court is being held, then the order they appear on the calendar

REPORT

Creditor Mailing Matrix

Case Number	Required Field
Format	1 column Raw format = use for purpose of merging information into another database C List appears in alphabetical order

Creditor Mailing Matrix

Case Number	Required Field

REPORT

Mailing Labels by Case - No PACER fee Applies	
Case Number	Required field
Participant Options	
All Participants	C Defaults to All Participants C List will include those names on the original creditor mailing matrix and all those that have filed proofs of claim
Participant Types	C Use cntrl key and highlighting multiple options C Can select all by leaving blank

Participant Types:

3rd Party Plaintiff	Interested Party
3rd Party Defendant	Interim Trustee
Accountant	Interpleader
Alleged Debtor	Intervenor
Appraiser	Intervenor-Defendant
Assistant U.S. Trustee	Intervenor-Plaintiff
Auctioneer	Joint Debtor
Auditor	Judge
Bankruptcy Court	Liquidator
Broker	Mediator
Consultant	Non-filing Spouse
Counter Claimant	Other Professional
Counter Defendant	Partner
Creditor	Petitioning Creditor
Creditor Committee	Plaintiff
Creditor Committee Chair	Plaintiff's Attorney
Cross Defendant	Realtor
Cross-Claimant	Receiver
Debtor	Respondent
Debtor in Possession	Special Counsel
Defendant	Stockholder
Defendant's Attorney	Successor Trustee
Employee	Surveyor
Examiner	Trustee
Financial Advisor	U.S. Trustee
	Witness

Special Mailing Group Options	Creditor Committee Members Creditors who have filed Claims Creditor Administrative 20 Largest Unsecured Creditors Limited Notice Notice of Appearance
Additional Participant Options	Judge Trustee Debtor(s) attorney U.S. Trustee Attorneys (those who have entered an appearance) C Use this section using either the participant types or special mailing group lists. All these are included in the "All Participants" option
Print format	1 column or 2 column 3-column PDF = Formatted to print on Avery #5160 labels or equivalent
Errors in Addresses	C Summary will show how many addresses were included. Also indicates how many addresses were not printed because of inadequate information. C If the number not included = 1, that address is the court's address C Other names not included in report are those with only two lines of address, i.e. IRS -Ogden, no street address was provided